

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASSISTANT COUNTY ATTORNEY

Date: 4/25/06

Position Level: 12

FLSA Status: Exempt

Class Code: 12-2

GENERAL DESCRIPTION

Primary function is to provide legal advice to and represent designated agencies.

KEY RESPONSIBILITIES

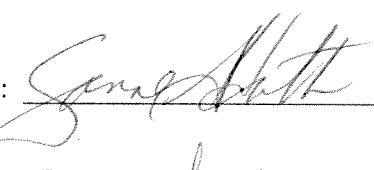

1. *Draft and approve contracts, leases, and interlocal agreements.
2. *Work with County departments to resolve discrepancies and other problems concerning contractual and employment matters.
3. *Counsel advisory boards, as needed.
4. Attend Value Adjustment Board hearings as needed.
5. *Responsible for preparation of ordinances, resolutions, draft County Attorney opinions & correspondence.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Law Degree or equivalent doctoral degree required.
<i>Experience:</i>	Two years as attorney preferred; relevant experience prior to receiving law degree and Bar admission may be substituted.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work is non-standard and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies of procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Must possess membership from the Florida Bar.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Attorney:</i>		
Name: <u>Suzanne A. Hutton</u>	Signature: 	Date: <u>4/21/06</u>
<i>County Administrator:</i>		
Name: <u>Deborah Frederick</u>	Signature: 	Date: <u>4/25/06</u>

On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____